



OAK PARK AREA ARTS COUNCIL

ARTSFUNDS AWARDS PROGRAM APPLICATION AND GUIDELINES 2015

DEADLINE FOR ALL APPLICATIONS: Tuesday, JANUARY 20, 2015, 5:00 p.m. Incomplete or late applications will be rejected.

Oak Park Area Arts Council
Yves Hughes Jr., *President*
William Wallace, *Treasurer*
George Bailey, *Vice President*
J. Dennis Rich, *Vice President*
Constance Elazier
Doris Gruskin
Lance Taylor
Bette Williams

Applications are available on the Oak Park Area Arts Council's website,
<http://opa.ac>

Because we believe art is intrinsic to the quality of life in our communities, the Oak Park Area Arts Council celebrates, supports and promotes artists and arts organizations in Oak Park, River Forest and Forest Park. By raising funds for the arts, and advocating for policies that promote the arts, we enhance the social, economic, and cultural foundations of our communities.

The ArtsFunds program is supported by the Illinois Arts Council Agency, a state agency, the Village of Oak Park, members, and other contributors. The goal of the program is to sustain and develop the area's arts industry.

Staff:
Camille Wilson White, *Executive Director*

Oak Park Area Arts Council
123 Madison Street
Oak Park, IL 60302
708.358.5690 or 5692
<http://opa.ac>



2015 ARTSFUNDS GUIDELINES

GRANT CATEGORIES

Not-for-profit organizations may request funds in the following categories:

1. GENERAL OPERATING

Organizations applying for the first time will be eligible for no more than \$500.

2. PROJECT SUPPORT

Organizations applying for the first time will be eligible for no more than \$500.

The total available funds from the Oak Park Area Arts Council will be allocated among applicants based on their eligibility level and how well they meet the grant criteria. Applying for ArtsFunds does not guarantee receipt of funding.

Work to be funded must be performed and expenditures incurred between January 1, 2015 and June 30, 2016.

The Oak Park Area Arts Council's goals in awarding grants are to:

- assist established and emerging organizations in long-range planning, board and staff development, artistic or financial development, marketing or other priority areas;
- strengthen the organization's contributions to the local economy.

WHO IS ELIGIBLE?

- Not-for-profit arts organizations whose primary mission is to provide performing, visual or literary arts programs or services.
- Not-for-profit organizations that provide ongoing arts programs or services as a component of their overall mission. Non-arts organizations may be social service organizations, schools, religious institutions, health care facilities or other organizations whose arts programs or services benefit the Oak Park area. Non-art organizations can only apply for project support.

ACCEPTABLE ORGANIZATIONAL STATUS

- Organizations with current Internal Revenue Service tax-exempt 501(c)3 status or proof of application for such status;
- Organizations with current nonprofit status in the State of Illinois (Secretary of State) www.ilsos.gov/corporatelc/ (you can visit this site to check on your current status);
- Organizations based in the Tri-Village area of Oak Park, Forest Park and River Forest or directly serving the Tri-Village area of Oak Park, Forest Park and River Forest in terms of programming location, audience, board, staff and volunteers;
- Organizations which provide ongoing programs or services in the performing, visual or literary arts;

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- Organizations which have fulfilled requirements of previous grants from the Oak Park Area Arts Council (if applicable). **This includes submission of final reports and recognition of ArtsFunds support on program materials and in publicity.**

DISQUALIFICATIONS FOR FUNDING

- **Incomplete or late** applications;
- Organizations without tax-exempt 501(c)3 status, or application thereof;
- Expenses are anticipated to be incurred prior to award;
- Failure to complete previously funded projects;
- For-profit organizations;
- Units of government;
- Projects which are part of the curriculum of elementary and secondary schools, colleges and universities;
- Projects which serve only the congregation of a religious organization, or which do not include material of a secular nature;
- Projects which serve only residents or patients of a health care or related institution;
- Individuals. Artists are encouraged to affiliate with eligible not-for-profit organizations;
- Capital improvements, construction, purchase of real property, permanent equipment, and accumulated deficits.
- Expenses anticipated largely for the purpose of awarding scholarships or regranteeing.
- **Organizations which have not existed for at least one year and which do not have at least one year of financial history.**

GRANTEE REQUIREMENTS

- Certify compliance with all Federal statutes relating to nondiscrimination. These include, but are not limited to, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, as amended, and the Americans with Disabilities Act of 1990.
- Obtain authorized signature on a grant agreement and submit with cash request form to the Oak Park Area Arts Council within 30 days following notification of grant award.
- Include the following donor credit on all program materials and in publicity: *“Organization/project is partially funded by the Oak Park Area Arts Council, in partnership with the Village of Oak Park and the Illinois Arts Council Agency, a state agency.”* **The donor credit must be prominently displayed on all program materials and in publicity. Organizations which fail to credit the Oak Park Area Arts Council may be declared ineligible for future funding.**
- **Organizations which are unable to use an ArtsFunds grant for the purpose requested are obligated to return the grant back to the Oak Park Area Arts Council.**

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REPORTING REQUIREMENTS

Failure to submit a final report jeopardizes the receipt of future OPAAC funding and will cause the following penalties to be imposed:

- a. There will be a 25% reduction of all current fiscal year awards for a grantee that is late filing any final reports from the previous year.
- b. If the grantee has no current fiscal year grant awards, the grantee will be prohibited from applying for any grants during the following fiscal year.

*****Final report forms for 2014 funding will be mailed to all previous year recipients on Friday, December 9, 2014 and will be due Tuesday, January 27, 2015, 5 pm.***

REVIEW AND SCORE CRITERIA

Applications will be reviewed and scored according to the following criteria:

Artistic Merit

Quality and creativity of programming
Uniqueness of programming
Strength of supporting documentation and reviews
Programs consistent with stated mission
Attractiveness of programming to audiences new to the arts

Administrative Ability

Quality and composition of the Board of Directors
Strength and stability of management
Ability of organization to formulate and implement plans
Ability to attract volunteers and in-kind contributions
Quality of application

Community Engagement

Size and composition of audience
Involvement of Oak Park area residents in all aspects of organization
Collaboration with other arts and non-arts organizations
Current and planned diversity in governance, administration, and audience
Use of arts to enhance social health of the community
Membership in and support for the Oak Park Area Arts Council and similar arts support organizations.

Economic Impact

Organization is based in Oak Park area
Use of Oak Park area artists
Use of Oak Park area businesses
Programming largely takes place in Oak Park area
Programming attracts audiences/tourists from outside the Oak Park area

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Financial Strength

Efforts to obtain a mix of revenue from fees, grants, ticket sales, etc.

Ability of organization to control expenses and stay within budgets

Net assets are appropriate and can sustain the organization through difficult economic times

Contributed revenues provide a significant and diverse source of funding.

Note: Financial statements provide meaningful and useful information about the organization's activities and results.

Council staff first reviews applications for completeness, clarity, accuracy and compliance with guidelines.

Incomplete applications will be rejected.

The ArtsFunds Committee, which includes members of the Oak Park Area Arts Council Board of Directors and community representatives, review applications according to funding criteria.

The Arts Council Board of Directors makes final determinations of awards on the basis of:

- ArtsFunds Committee recommendations,
- Benefit to the Villages of Oak Park, River Forest or Forest Park,
- Availability of funds.

We will review requests for reconsideration of a grant award or a “no funding” decision if an applicant can demonstrate that there was an undisclosed conflict of interest on the part of a committee or Council board member, or that review criteria other than criteria included in the guidelines were a major part of the decision.

Requests for reconsideration will be accepted up to 30 days after the date of the grant award notification letter. A decision will be made within 45 days. All requests must be in writing and directed to the Executive Director.

FOR MORE INFORMATION

Questions about the 2015 ArtsFunds program or completion of the application should be directed to Executive Director, Camille Wilson White at 708.358.5692.

Camille Wilson White, Executive Director, e-mail: camillew2@oakparkareaartscouncil.org

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TECHNICAL ASSISTANCE/RESOURCES

We encourage applicants to make use of the following technical assistance resources:

Lawyers for the Creative Arts assists with federal and state regulations for registering articles of nonprofit incorporation, obtaining 501(c)3 tax exemption and other issues (312.649.4111, www.law-arts.org).

Illinois CPA Society trains organizations in bookkeeping, accounting, budgeting, tax procedures and board development (312.993.0407, www.icpas.org).

TIME LINE AND DATES TO KNOW

- ArtsFunds 2015 workshops:
Oak Park Village Hall, 123 Madison Street, Oak Park, IL 60302
Tuesday, Nov. 11, 2014, 6:30-7:30 p.m., room 101.
Monday, Nov. 17, 2014, 9:30-10:30 a.m., room 101.
OPAAC staff will be present to discuss ArtsFunds and explain the application process.
- Application Deadline:
Tuesday, January 20, 2015, 5:00 pm
All applications must be in the Arts Council office by the deadline date and time. There will be no exceptions.
- ArtsFunds Panel Reviews:
Will take place in March 2015, exact date to be determined.
ArtsFunds Panel Reviews will be held at Oak Park Village Hall, 123 Madison Street. **No supplemental materials may be brought to the panel reviews.**
- Awards will be announced at the Oak Park Area Arts Council's Annual Meeting on March 19, 2015.
- ArtsFunds checks will be distributed at the ArtsFunds Breakfast in early summer of 2015.

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Application

Please do not handwrite the general information page

SECTION 1: GENERAL INFORMATION

Organization	
Mailing Address	
Address for primary operations or performance, if different from mailing address	
City	Zip Code
Phone	Fax
Website Address	
Contact Person	
Title	
E-Mail	Fax: (if different from above)
Daytime Phone	Evening Phone
Author of application, if different from contact person	Title
Phone	E-Mail
Is your 2015 ArtsFunds request for: Operating Support <input type="checkbox"/> Project Support <input type="checkbox"/>	
Date of IRS Determination Letter (501C3)	EIN #:
Current Illinois Arts Council funding recipient? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, amount of funding for FY15: General operating <input type="checkbox"/> Project <input type="checkbox"/>	
Is your organization an Oak Park Area Arts Council member? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is your organization a part of the Illinois Cultural Data Project? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Based on the address for the applicant, enter ONE district number for each of the following governmental branches: IL House #: IL Senate #: U.S. Congressional District #:	

Do not handwrite this information!

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Application

SECTION 2: CERTIFICATION

CERTIFICATION

We certify that the information contained in this application is complete, true and correct to the best of our knowledge. Further, we certify that if this grant is awarded, all funds received will be used solely for the described activities in the manner specified in this application.

Authorizing Official's Name _____ Title _____

Authorizing Official's Signature _____ Date _____

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Application

SECTION 3: NARRATIVE

Please provide a concise description of your organization or project activities, depending on application type. Your narrative **must** begin with an opening statement; then respond to each criterion: I. Artistic Merit II. Administrative Ability III. Community Outreach IV. Economic Impact V. Financial Strength (see pages 4-5). **Use each as heading in the narrative. Limit total response to 3 pages (one-sided, font no smaller than 12 point, 1-inch margins).**

***Please tell us about your upcoming or future plans!**

SECTION 4: ADDITIONAL NARRATIVE FOR PROJECT SUPPORT

In addition to the previous information, please complete the following only if requesting funding for a **project**. **Limit total response to 3 pages (one-sided, font no smaller than 12 point, 1-inch margins).**

1. Name of Project.
2. Describe the need for the Project.
3. List Project goals and objectives.
4. List target audience, promotional plans, collaborations, funding sources and contingency plans.
5. Describe evaluation procedures.

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Application

SECTION 5: FINANCIAL INFORMATION

Attach the following:

1. Audit and/or tax reports for the most recent fiscal year (only one copy of audit and/or tax reports is needed):
 - a) Organizations with operating income of \$300,000 or more: Audited financial statement, or IRS Form 990 accompanied by letter advising of audit status.
 - b) Organizations with operating income between \$15,000 and \$299,999: IRS Form 990 for last completed fiscal year.
 - c) Organizations with operating income less than \$15,000: Illinois Form AG 990 for last completed fiscal year, supplying only total revenues, expenses and assets.
2. **For all organizations, your current 2015 budget, year-to-date financial performance and comparison to this year's budget, and your projected 2016 budget (seven copies needed).**
3. For all organizations, a list of corporate, foundation, and government funding with amounts for current fiscal year-to-date, and previous fiscal year (seven copies needed).
4. Total in-kind donations (seven copies needed).
5. For project requests only, a detailed project budget of revenues and expenses (seven copies needed).
6. 501(c) 3 letter from the IRS (seven copies needed).
7. Most recent Annual Report to the Illinois Secretary of State www.ilsos.gov/corporatellc/ (seven copies needed).

REQUIRED ATTACHMENTS

(seven copies needed of all items listed below)

1. One-page organizational history which relates to the program area of the applicant.
2. One-page containing brief descriptions of each key personnel (paid and/or volunteer) which includes job title, workload (e.g. full-time or part-time) and brief career summary.
3. One-page description of organization's or project's objectives and intended methods of measurement for FY 2015.
4. List of Board of Directors including position on board and town of residence.
5. List of the top five Oak Park, Forest Park and River Forest vendors you use for organizational business.

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ARTSFUNDS 2015 AWARDS PROGRAM - CHECKLIST

Unless otherwise indicated below, include SEVEN collated sets of the following documents as required for the type of support you are requesting. **Incomplete applications will be returned and could cause your organization to be disqualified from consideration for ArtsFunds this year.**

Please collate your application in the following order so that it follows this checklist. Place this checklist first, on top of grant copies.

DO NOT PUT APPLICATIONS IN FOLDERS OR BINDERS.

- ☐ **Section 1 (General Information) and Section 2 (Certification):** Signed and certified application
- ☐ **Section 3 (Narrative):** No more than three pages, one-sided, not less than 12 point font, 1-inch margins.
- ☐ **Section 4 (Additional Narrative for Project Support):** For Project requests only.
- ☐ **Section 5 (Financial Information):**
 - ☐ Only ONE copy of your audit and/or tax reports is needed. See page 10, Section 5.
- ☐ **Your current 2014 budget, year-to-date financial performance and comparison to this year's budget, and your projected 2015 budget.**
- ☐ **Most recent financial statement from the Illinois Cultural Data Project database (if you are a member)**
- ☐ List of corporate, foundation and government funding with amounts for current fiscal year-to-date, and previous fiscal year.
- ☐ Total in-kind contributions.
- ☐ For project requests only, a detailed project budget of revenues and expenses.
- ☐ 501(c) 3 letter from the IRS.
- ☐ Most recent Annual Report to the Illinois Secretary of the State (www.ilsos.gov/corporatellc/).

Required Attachments (seven copies needed of the next five items):

- ☐ One-page organizational history.
- ☐ One-page containing brief description of key personnel (paid and/or volunteer) which includes job title, workload (e.g. full-time or part-time) and brief career summary.
- ☐ One-page description of organization's or project's objectives and intended methods of measurement for FY 2015.
- ☐ List of Board of Directors including position on board and town of residence.
- ☐ List of the top five Oak Park, Forest Park and River Forest vendors you use for organizational business.
- ☐ Supporting documentation reviews must include the masthead with the name of the publication, radio or TV program, plus the date the review appeared. Slides, video and audio tapes are encouraged and will be returned if requested. **One copy of such materials is acceptable.**

**OAK PARK AREA ARTS COUNCIL
2015 ARTSFUNDS PROGRAM
GRANT AGREEMENT FORM**

DATE

This contract is entered into between the Oak Park Area Arts Council (Council) and ORGANIZATION(Grantee), pursuant to the announcement by the Council that it has awarded Grantee \$\$\$ for the following purpose(s): general operating support.

It is mutually agreed that: This form will be signed by an authorized official and submitted with Cash Request Form by May 18, 2015.

Checks will be distributed at the Annual ArtsFunds Breakfast on Friday, June19, 2015.

Funds will be used by the Grantee solely for the purpose(s) indicated above.

Should any situation arise preventing timely project implementation or expenditure of funds, the Council should be immediately notified in writing.

The Grantee will submit the Final Report and supporting documentation to the Council by January 8, 2016. Organizations will be ineligible for future funding if Final Reports are not received by this deadline.

The Grantee will include the following donor credit and Oak Park Area Arts Council logo on all relevant advertising and printed material:

ORGANIZATION is partially funded by the Oak Park Area Arts Council, in partnership with the Villages of Oak Park, Forest Park and River Forest, and the Illinois Arts Council, a state agency.

Organizations, which fail to credit the Council for ArtsFunds support, may be declared ineligible for future funding.

The Grantee will comply with Title VII of the Civil Rights Act of 1964, indicating that no person will be denied the benefit of any program, activity or service on the basis of race, sex, sexual preference, color, religion, ancestry, age, national origin or handicap.

Name and title of authorized official (print)_____

Signature of authorized official _____

Date _____

Return Grant Agreement and Cash Request Form by DATE to:
2015 ArtsFunds Program, Oak Park Area Arts Council, 123 Madison Street, Oak Park, IL 60302

OAK PARK AREA ARTS COUNCIL
2015 ARTSFUNDS PROGRAM
CASH REQUEST FORM
Due Monday, May 18th 2015

Name and title of authorized official (please print)

Signature of authorized official

Mailing address

City

State

Zip code

Date

For Council use only: Date received _____

Contract on file _____

**AFFILIATION DISCLOSURE STATEMENT
OAK PARK AREA ARTS COUNCIL
PANELIST**

STATEMENT OF CONFLICT OF INTEREST

Please provide information on any not-for-profit organizations with which you are affiliated, as they may represent a conflict of interest between you and the programs of the Oak Park Area Arts Council. Affiliation and conflict of interest includes your own, your spouse, or unmarried partner's direct participation in an organization as a staff person, officer, director, partner, trustee, board member, or in any fiduciary capacity in either a paid or non-paid position.

Name of Organization	Your Affiliation (Staff, Volunteer, Consultant, Board Member, Immediate Family Member, Donor)	Remuneration (Salary, Fees, Expenses, or None)

NAME _____

SIGNATURE _____

DATE SIGNED _____

Oak Park Area Arts Council
FINAL REPORT FOR ARTSFUNDS 2014
Due Tuesday, January 27, 2015 by 5:00 p.m.

Organization:_____

Name (please print):_____ **Date:** _____

Signature:_____

- 1. How did you use Oak Park Area Arts Council funds?**

- 2. How can you improve upon your programming efforts?**

- 3. If your organization received project support, attach a detailed final Project Financial report. List total revenues and expenses for the project.**

- 4. If your organization was unable to complete the project, explain why.**

- 5. What suggestions do you have for improving the ArtsFunds program?**

Please mail to: Oak Park Area Arts Council
123 Madison St.
Oak Park, IL 60302